

11 September 2025.

To: Councillors Gary Norman, Jo Day, Pam Lusby-Taylor, Elizabeth O’Keeffe, Steve Masters and Vaughan Miller.

Substitutes: Councillors Billy Drummond, Nigel Foot, Ian Jee, Chris Hood and David Marsh

Dear Councillors

You are required to attend a meeting of the Staff Sub-Committee to be held in the Elsie Kimber Room, Town Hall at 5pm, Thursday 18 September 2025.

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest and dispensations**
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes of the Staff Sub- Committee meeting held on 25 July 2025 (Appendix 1)**
To agree the minutes of the Staff Sub-Committee meeting held on 25 July 2025
- 4. Vacancies and Recruitment**
To update the committee around recruitment of Maternity Cover.
- 5. Staff Pay Agreement (Appendix 2)**
To agree the national Local Government Pay Claim for 2025/26.
- 6. Staffing Update**
To agree recommendations in the confidential staffing report from the CEO.

Local Government Services Pay Agreement 2025/26

| | 01-Apr-24 | | 01-Apr-25 | | Scale ranges |
|-----|-------------|--------------|-------------|--------------|--|
| SCP | £ per annum | * £ per hour | £ per annum | * £ per hour | Based on SCP |
| 2 | £23,656 | £12.26 | £24,413 | £12.65 | Below LC Scale (for staff other than clerks) |
| 3 | £24,027 | £12.45 | £24,796 | £12.85 | |
| 4 | £24,404 | £12.65 | £25,185 | £13.05 | |
| 5 | £24,790 | £12.85 | £25,583 | £13.26 | |
| 5 | £24,790 | £12.85 | £25,583 | £13.26 | LC1 (below substantive range) |
| 6 | £25,183 | £13.05 | £25,989 | £13.47 | |
| 7 | £25,584 | £13.26 | £26,403 | £13.69 | LC1 (substantive benchmark range) |
| 8 | £25,992 | £13.47 | £26,824 | £13.90 | |
| 9 | £26,409 | £13.69 | £27,254 | £14.13 | |
| 10 | £26,835 | £13.91 | £27,694 | £14.35 | |
| 11 | £27,269 | £14.13 | £28,142 | £14.59 | |
| 12 | £27,711 | £14.36 | £28,598 | £14.82 | LC1 (above substantive range) |
| 13 | £28,163 | £14.60 | £29,064 | £15.06 | |
| 14 | £28,624 | £14.84 | £29,540 | £15.31 | |
| 15 | £29,093 | £15.08 | £30,024 | £15.56 | |
| 16 | £29,572 | £15.33 | £30,518 | £15.82 | |
| 17 | £30,060 | £15.58 | £31,022 | £16.08 | LC2 (below substantive range) |
| 18 | £30,559 | £15.84 | £31,537 | £16.35 | |
| 19 | £31,067 | £16.10 | £32,061 | £16.62 | |

| | | | | | |
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| 20 | £31,586 | £16.37 | £32,597 | £16.90 | |
| 21 | £32,115 | £16.65 | £33,143 | £17.18 | |
| 22 | £32,654 | £16.93 | £33,699 | £17.47 | |
| 23 | £33,366 | £17.29 | £34,434 | £17.85 | |
| 24 | £34,314 | £17.79 | £35,412 | £18.35 | LC2 (substantive benchmark range) |
| 25 | £35,235 | £18.26 | £36,363 | £18.85 | |
| 26 | £36,124 | £18.72 | £37,280 | £19.32 | |
| 27 | £37,035 | £19.20 | £38,220 | £19.81 | |
| 28 | £37,938 | £19.66 | £39,152 | £20.29 | |
| 29 | £38,626 | £20.02 | £39,862 | £20.66 | LC2 (above substantive benchmark range) |
| 30 | £39,513 | £20.48 | £40,777 | £21.14 | |
| 31 | £40,476 | £20.98 | £41,771 | £21.65 | |
| 32 | £41,511 | £21.52 | £42,839 | £22.20 | |
| 33 | £42,708 | £22.14 | £44,075 | £22.85 | LC3 (below substantive range) |
| 34 | £43,693 | £22.65 | £45,091 | £23.37 | |
| 35 | £44,711 | £23.17 | £46,142 | £23.92 | |
| 36 | £45,718 | £23.70 | £47,181 | £24.46 | |
| 37 | £46,731 | £24.22 | £48,226 | £25.00 | LC3 (substantive benchmark range) |
| 38 | £47,754 | £24.75 | £49,282 | £25.54 | |
| 39 | £48,710 | £25.25 | £50,269 | £26.06 | |
| 40 | £49,764 | £25.79 | £51,356 | £26.62 | |
| 41 | £50,788 | £26.32 | £52,413 | £27.17 | |
| 42 | £51,802 | £26.85 | £53,460 | £27.71 | |

| | | | | | |
|----|---------|--------|---------|--------|---|
| 43 | £52,805 | £27.37 | £54,495 | £28.25 | LC3 (above substantive benchmark range) |
| 44 | £54,071 | £28.03 | £55,801 | £28.92 | |
| 45 | £55,367 | £28.70 | £57,139 | £29.62 | |
| 46 | £56,708 | £29.39 | £58,523 | £30.33 | LC4 (below substantive range) |
| 47 | £58,064 | £30.10 | £59,922 | £31.06 | |
| 48 | £59,300 | £30.74 | £61,198 | £31.72 | |
| 49 | £60,903 | £31.57 | £62,852 | £32.58 | |
| 50 | £62,377 | £32.33 | £64,373 | £33.37 | LC4 (substantive benchmark range) |
| 51 | £63,881 | £33.11 | £65,925 | £34.17 | |
| 52 | £65,943 | £34.18 | £68,053 | £35.27 | |
| 53 | £68,000 | £35.25 | £70,176 | £36.37 | |
| 54 | £70,065 | £36.32 | £72,307 | £37.48 | |
| 55 | £72,145 | £37.39 | £74,454 | £38.59 | LC4 (above substantive benchmark range) |
| 56 | £74,198 | £38.46 | £76,572 | £39.69 | |
| 57 | £76,277 | £39.54 | £78,718 | £40.80 | |
| 58 | £78,315 | £40.59 | £80,821 | £41.89 | |
| 59 | £80,247 | £41.59 | £82,815 | £42.93 | |
| 60 | £82,221 | £42.62 | £84,852 | £43.98 | |
| 61 | £84,243 | £43.67 | £86,939 | £45.06 | |
| 62 | £86,319 | £44.74 | £89,081 | £46.17 | |

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

Newbury Town Council

Minutes of the Staff Sub-Committee held on 30 July 2025 in the Council Chamber.

Present:

Councillors Jo Day (Chairman), Pam Lusby-Taylor, Ian Jee (sub), Steve Masters & Vaughan Miller

In Attendance:

Toby Miles-Mallowan, Chief Executive Officer (CEO)

1. Apologies for absence

Councillor Gary Norman, Elizabeth O’Keeffe

2. Declarations of interest and dispensations

No declarations of interest noted

3. To Receive the minutes of Staff Sub-Committee 23 May 2025.

CEO apologised for not producing the minutes, these had been circulated previously and confirmed that they would be signed off at the next meeting.

4. Vacancies and Recruitment

Sub- Committee **received** an update on NTC staff recruitment

Sub Committee **agreed** the Locum Planning and Highways Clerk Job Description
Subject to amendments.

Proposed: Steve Masters

Seconded: Vaughan Miller

Sub Committee **agreed** to commence recruitment of Locum P&H Clerk.

Proposed: Steve Masters

Seconded: Ian Jee

5. Exclusion of Press and Public

Proposed: Jo Day

Seconded: Steve Masters

Resolved to exclude press and public

6. Staff Update

Sub-Committee **received** and update on staffing matters.

There being no other matters the meeting finished at 20:30

Signed: _____
Chairman

Date: _____